

## Asbestos eForms Submittal Guide

Online asbestos forms submittals can be made at:

<https://dep.gateway.ky.gov/eForms/Account/Home.aspx> (Please note that the website works best in a Chrome or Firefox browser)

The home page will appear, but all eForm submittals require creating a one stop account. If you have trouble accessing or creating your account click on the Need Help icon.

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## Section 1: New Form Submittals

Click on the Forms icon on the left hand side of the home page screen.



Under list of eForms there are three available forms for the asbestos program.

- DAQ ASBESTOS ABATEMENT Course Registration Form: used to reserve a spot in an upcoming asbestos abatement supervisor orientation. You are required to attend our orientation before you can be listed on a company certification. For instructions on how to complete this eForm see **Section 1A**.
- DAQ Application for Asbestos Accreditation Form: used to apply for an initial, renewal, or duplicate individual asbestos accreditation (the wallet card that is kept on your person during regulated work). For instructions on how to complete this eForm see **Section 1B**.
- DAQ Application for Asbestos Certification (Contractors or Facilities) Form: used to apply for an initial, renewal, or modification to a company certification. For instructions on how to complete the eForm see **Section 1C**.

### 1A. Orientation Registration Form Instructions

Click on the plus icon next to DAQ ASBESTOS ABATEMENT Course Registration Form.

	DAQ ASBESTOS ABATEMENT Course Registration Form ▶	Division of Air Quality	DEP	69
	DAQ Application For Asbestos Accreditation ▶	Division of Air Quality	DEP	67
	DAQ Application for Asbestos Certification (Contractors or Facilities) ▶	Division of Air Quality	DEP	68

When the form appears fill in all the required fields. Fields that are required are indicated with a \*. Below are notes to help with common issues:

- The Agency Interest # and License Number # are both required fields to submit this forms. **You are required to have an active supervisor license to register for the orientation via eForm.** If you do not currently have a valid supervisor license you can still register for orientation by emailing DEP 7035, found at: <https://eec.ky.gov/Environmental->

[Protection/Air/asbestos/Documents/DEP%207035%20Form.pdf](#) to [emma.moreo@ky.gov](mailto:emma.moreo@ky.gov).

- **PLEASE NOTE: If your license was issued after 10/15/18, your agency interest number and license number will appear on your license. If your license was issued before that date, your license number has changed and you will have to use the updated license number to apply.**
- You can find your agency interest and license number using eSearch.
  - o Go to: <http://dep.gateway.ky.gov/eSearch/>
  - o Click on Licensee Search

### Search Agency Interest Data

- **Agency Interest Search** -- Search agency interests by agency interest name, city, and county.
- **Issued Approvals Search** -- Search issued approvals by agency interest id, agency interest name, city, county, type, program.
- **Pending Approvals Search** -- Search pending approvals by agency interest id, agency interest name, city, county, type, program.
- **Permitting Activity Search** -- Find recently issued permit and coverage information or recently received permit & coverage a
- **Licensee Search** -- Search licensed persons by agency interest ID, license ID, or licensee name.
- **Invoice Search** -- Search outstanding invoices by billing party, city, or DEP Program. This feature includes an on-line shop
- **Unsubmitted Discharge Monitoring Reports (DMR) Search** -- Search KPDES Permits that have not submitted a DMR for a rep
- **Active Coal GP Monitoring Requirements Search** -- Search Active Coal GP Monitoring Permitted Features associated with the

- o Type your name into the licensee name field. **If you do not appear initially, try using only your last name into the search.**

The screenshot shows a search interface with a list of instructions on the left and a search form on the right. The instructions include: 'Results will show the Agency Interest ID, Licensee Name, municipality, and license type.', 'You may use 1 or more of these fields to limit your search.', 'Capitalization does not matter and no wildcards are needed on Licensee Name.', 'Agency Interest ID and License ID are numeric fields.', 'Use the Search AI to find Licensee's by place of employment.', and 'A maximum of 4000 agencies will be returned.' The search form has three input fields: 'Agency Interest ID:', 'License ID:', and 'Licensee Name:'. The 'Licensee Name:' field is circled in red. There are 'Search' and 'Reset' buttons at the bottom right of the form.

- o Once you find your name click on licensee details. You may appear more than once, but you can click on any licensee details and your entire certification history will appear.

The screenshot shows a table with three columns: 'Licensee Details', 'Agency ID', and 'Licensee Name'. The first three rows are visible. The 'Licensee Details' column contains blue hyperlinks. The first three rows are: 1. Licensee Details (circled in red), Agency ID: 157718, Licensee Name: Amy JoAnn Morris; 2. Licensee Details, Agency ID: 71543, Licensee Name: Bobby M Morris; 3. Licensee Details, Agency ID: 71543, Licensee Name: Bobby M Morris.

Licensee Details	Agency ID	Licensee Name
<a href="#">Licensee Details</a>	157718	Amy JoAnn Morris
<a href="#">Licensee Details</a>	71543	Bobby M Morris
<a href="#">Licensee Details</a>	71543	Bobby M Morris

- o Under the License(s) section all of your licenses will appear with license ID number. You can also find your Agency ID number and check on the status of a previously issued license.

[Redacted]	
<b>Agency ID:</b> 155685	<b>Regulatory Status:</b> Active
<b>AI Type:</b> LICENSE - Person	<b>Physical Address</b>
<b>County:</b> Out of State	[Redacted]

License(s)

License Type	License ID	License Status	License Expiration Date	
Asbestos Abatement Supervisor	58954	Active	02/04/2020	<a href="#">Can not view</a>
Asbestos Abatement Supervisor	39922	Expired	01/08/2019	<a href="#">Can not view</a>
Asbestos Abatement Supervisor	39921	Terminated	10/20/2009	<a href="#">Can not view</a>
Asbestos Abatement Supervisor	39920	Terminated	05/24/1997	<a href="#">Can not view</a>
Asbestos Inspector	39919	Terminated	09/10/2011	<a href="#">Can not view</a>

- The dates for the orientations will appear after clicking the drop down icon. Courses are offered once a month except for November. If an upcoming date does not appear in the drop down, that means there are no available spaces for that date. Classes are capped at twenty people.

Clicking Submit to EEC will submit your eForm for review. You may receive an error message. Error messages appear in red next to the deficient field. The error(s) will have to be corrected before submittal can occur and agency review can begin.

Date of Orientation: Course for which Registration is being made (see dates below) (*)			
Signature:			
First Name (*)	M.I.	Last Name (*)	Signature Date (*)
First Name	MI	Last Name	Date
<a href="#">Click to Save Values for Future Returns</a>		<a href="#">Click to Submit to EEC</a>	

If the form does not appear as Submitted to EEC under the eForms Pending EEC Review section of your dashboard, it has not been successfully submitted.

The dashboard displays four main sections: Unread Messages (0), My Incomplete eForms (2), eForms Pending EEC Review (1), and Completed eForms (0). The 'eForms Pending EEC Review' section is highlighted with a red circle. Below the dashboard, there is a blue bar with the text 'My Incomplete eForms - Details'.

If you are not ready to submit your form at this time you can “Click to Save Values for Future Retrieval” and submit at a later date. For more information on how to submit saved files see **Section 3**.

Date of Orientation Course for which Registration is being made (see dates below)(*)			
Signature:			
First Name (*)	M.I.	Last Name (*)	Signature Date (*)
First Name	MI	Last Name	Date
<div style="display: flex; justify-content: space-around;"> <span>Click to Save Values for Future Retrieval</span> <span>Click to Submit to EEC</span> </div>			

Once you have successfully submitted the form you will receive a confirmation email with further information regarding the course.

### 1B: Asbestos Accreditation Form Instructions

Click on the plus icon next to DAQ Application for Asbestos Accreditation.

+	DAQ ASBESTOS ABATEMENT Course Registration Form ▶	Division of Air Quality	DEP	69
+	DAQ Application For Asbestos Accreditation ▶	Division of Air Quality	DEP	67
+	DAQ Application for Asbestos Certification (Contractors or Facilities) ▶	Division of Air Quality	DEP	68

When the form appears fill in all the required fields. Fields that are required are indicated with a \*. Below are notes to help with common issues:

- The Agency Interest # and License Number # are both required fields if you are submitting a renewal or duplicate application.
- **PLEASE NOTE: If your license was issued after 10/15/18 your agency interest number and license number will appear on your license. If your license was issued before that date your license number has changed and you will have to use the updated license number to apply.**
- You can find your license number and agency interest using eSearch.
  - o Go to: <http://dep.gateway.ky.gov/eSearch/>
  - o Click on Licensee Search

### Search Agency Interest Data

- Agency Interest Search -- Search agency interests by agency interest name, city, and county.
- Issued Approvals Search -- Search issued approvals by agency interest id, agency interest name, city, county, type, progra
- Pending Approvals Search -- Search pending approvals by agency interest id, agency interest name, city, county, type, pro
- Permitting Activity Search -- Find recently issued permit and coverage information or recently received permit & coverage a
- Licensee Search -- Search licensed persons by agency interest ID, license ID, or licensee name.
- Invoice Search -- Search outstanding invoices by billing party, city, or DEP Program. This feature includes an on-line shopp
- Unsubmitted Discharge Monitoring Reports (DMR) Search -- Search KPDES Permits that have not submitted a DMR for a rep
- Active Coal GP Monitoring Requirements Search -- Search Active Coal GP Monitoring Permitted Features associated with the

- Type your name into the licensee name field. **If you do not appear initially, try using only your last name into the search.**

- Results will show the Agency Interest ID, Licensee Name, municipality, and license type.
- You may use 1 or more of these fields to limit your search.
- Capitalization does not matter and no wildcards are needed on Licensee Name.
- Agency Interest ID and License ID are numeric fields.
- Use the Search AI to find Licensee's by place of employment.
- A maximum of 4000 agencies will be returned.

Agency Interest ID:   
 License ID:   
 Licensee Name:

[Return to search Online Home](#)

- Once you find your name click on licensee details. You may appear more than once, but you can click on any licensee details and you entire certification history will appear.

Licensee Details	Agency ID	Licensee Name
<a href="#">Licensee Details</a>	157718	Amy JoAnn Morris
<a href="#">Licensee Details</a>	71543	Bobby M Morris
<a href="#">Licensee Details</a>	71543	Bobby M Morris
<a href="#">Licensee Details</a>	71543	Bobby M Morris

- Under the License(s) section all of you licenses will appear with license ID number. You can also find your Agency ID number and check on the status of a previously issued license.

[Redacted]	
Agency ID: 155685	Regulatory Status: Active
AI Type: LICENSE-Person	Physical Address
County: Out of State	[Redacted]

License(s)

License Type	License ID	License Status	License Expiration Date	
Asbestos Abatement Supervisor	58954	Active	02/04/2020	<a href="#">Can not view</a>
Asbestos Abatement Supervisor	39922	Expired	01/08/2019	<a href="#">Can not view</a>
Asbestos Abatement Supervisor	39921	Terminated	10/20/2009	<a href="#">Can not view</a>
Asbestos Abatement Supervisor	39920	Terminated	05/24/1997	<a href="#">Can not view</a>
Asbestos Inspector	39919	Terminated	09/10/2011	<a href="#">Can not view</a>

- The address you submit will be the address where the physical card is mailed. If you work for a company, but want a card mailed to you personally be sure to list that address.

- Upload a copy of the most recent training document for the accreditation requested. Words documents, pdfs and image files are accepted. Multiple files can be uploaded.
- If your current license is still active or has been expired for less than a year, you can apply for a renewal. If you have no history of accreditation or your previous license has been expired for over a year an initial application is required.

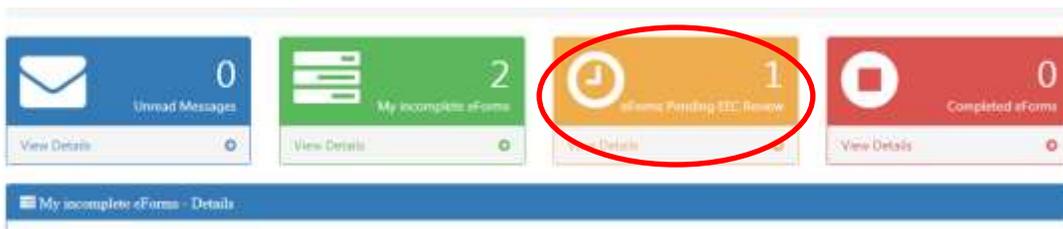
Clicking Continue to Pre-Payment will take you to the payment processing site.

The screenshot shows a form with a signature section and personal information fields. The signature section includes a text area for a statement and an 'Upload file' button. Below this are fields for 'First Name (\*)', 'M.I.', and 'Last Name (\*)'. At the bottom, there are two buttons: 'Click to Save Values for Future Retrieval' and 'Click to Continue to Pre-Payment', with the latter circled in red.

- Payment is processed using the online payment system TPE with processing fees. For payment by ACH (pay by check), \$0.35 is added at checkout. For Credit/Debit Cards, a 3% surcharge is added at checkout. Please note it can take up to 3 business days for domestic accounts to be debited/credited.
- The eForm submittal will not be complete and ready for agency review until payment has been completed.
- All payments occur individually. You cannot pay for multiple applications at once.

You may receive an error message. Error messages appear in red next to the deficient field. The error(s) will have to be corrected before submittal can occur and agency review can begin.

If the form does not appear as Submitted to EEC under the eForms Pending EEC Review section of your dashboard, it has not been successfully submitted.



If you are not ready to submit your form at this time you can “Click to Save Values for Future Retrieval” and submit at a later date. For more information on how to submit saved forms see **Section 3**.

1. Copy of certificate, email, or other proof, verifying completion of an EPA-approved training course and that a passing [70%] score was achieved on the accompanying test must be attached for each discipline for which you are applying(\*)

Upload file:

**SIGNATURE**

I hereby acknowledge that I have read and understand this application and hereby swear or affirm that the contents of this application are true and to knowledge. I acknowledge that I will be subject to the penalties for perjury for false statements contained in this application.

First Name (\*)      M.I.      Last Name (\*)

First Name:      MI:      Last Name:

Click to Save Values for Future Retrieval      Click to Continue to Pre-Payment

## 1C. Company Certification Form Instructions

Click on the plus icon next to DAQ Application for Asbestos Certification (Contractors or Facilities).

+	DAQ ASBESTOS ABATEMENT Course Registration Form ▶	Division of Air Quality	DEP	69
+	DAQ Application For Asbestos Accreditation ▶	Division of Air Quality	DEP	67
+	DAQ Application for Asbestos Certification (Contractors or Facilities) ▶	Division of Air Quality	DEP	68

When the form appears fill in all the required fields. Fields that are required are indicated with a \*. Below are notes to help with common issues:

- The Agency Interest # is required for the submittal of renewal or modification applications.
- **PLEASE NOTE: If the most recent certification was issued after 10/15/18 your agency interest number will be your certificate number. If your certificate was issued before that date your updated certificate number can be provided by emailing [emma.moreo@ky.gov](mailto:emma.moreo@ky.gov).**
- Supervisors you want listed on the certificate will have to have an active (not expired) license before they can be added. You can add them by typing in their license number under the List of Supervisors field. At least one supervisor license will have to be added before submittal can occur.
  - o If a license number is invalid it will say Invalid license number after it is entered.
  - o If the license number is valid the name of the supervisor will appear after it is entered.
  - o You can find a supervisor's license number using eSearch.
    - Go to: <http://dep.gateway.ky.gov/eSearch/>
    - Click on Licensee Search

### Search Agency Interest Data

- Agency Interest Search -- Search agency interests by agency interest name, city, and county.
- Issued Approvals Search -- Search issued approvals by agency interest id, agency interest name, city, county, type, pro
- Pending Approvals Search -- Search pending approvals by agency interest id, agency interest name, city, county, type, pro
- Permitting Activity Search -- Find recently issued permit and coverage information or recently received permit & coverage a
- Licensee Search -- Search licensed persons by agency interest ID, license ID, or licensee name.
- Invoice Search -- Search outstanding invoices by billing party, city, or DEP Program. This feature includes an on-line shopp
- Unsubmitted Discharge Monitoring Reports (DMR) Search -- Search KPDES Permits that have not submitted a DMR for a rep
- Active Coal GP Monitoring Requirements Search -- Search Active Coal GP Monitoring Permitted Features associated with the

- Type in their name into the licensee name field. **If they do not appear initially, try using only last names.**

- Results will show the Agency Interest ID, Licensee Name, municipality, and license type.
- You may use 1 or more of these fields to limit your search.
- Capitalization does not matter and no wildcards are needed on Licensee Name.
- Agency Interest ID and License ID are numeric fields.
- Use the Search AI to find Licensee's by place of employment.
- A maximum of 4000 agencies will be returned.

Return to search Online Home

Agency Interest ID:   
 License ID:   
**Licensee Name:**

- Once you find their name click on licensee details. You may appear more than once, but you can click on any licensee details and you entire certification history will appear.

Licensee Details	Agency ID	Licensee Name
<a href="#">Licensee Details</a>	157718	Amy JoAnn Morris
<a href="#">Licensee Details</a>	71543	Bobby M Morris
<a href="#">Licensee Details</a>	71543	Bobby M Morris
<a href="#">Licensee Details</a>	71543	Bobby M Morris

- Under the License(s) section all of you licenses will appear with license ID number.

<b>Agency ID:</b> 155685	<b>Regulatory Status:</b> Active
<b>AI Type:</b> LICENSE-Person Physical Address	
<b>County:</b> Out of State	

License(s)

License Type	License ID	License Status	License Expiration Date	
Asbestos Abatement Supervisor	58954	Active	02/04/2020	<a href="#">Can not view</a>
Asbestos Abatement Supervisor	39922	Expired	01/08/2019	<a href="#">Can not view</a>
Asbestos Abatement Supervisor	39921	Terminated	10/20/2009	<a href="#">Can not view</a>
Asbestos Abatement Supervisor	39920	Terminated	05/24/1997	<a href="#">Can not view</a>
Asbestos Inspector	39919	Terminated	09/10/2011	<a href="#">Can not view</a>

- The address you submit will be the address where the certificate is mailed, it does not have to be the address of your central office.
- Upload a copy of the current training document **for every supervisor** you want listed on the certificate. Words documents, pdfs and image files are accepted. Multiple files can be uploaded.

Click to Continue to Pre-Payment will take you to the payment processing site.

SIGNATURE			
I hereby acknowledge that I have read and understand this application and hereby swear or affirm that the contents of this application are true and correct to the best of my belief and knowledge. I acknowledge that I will be subject to the penalties for perjury for false statements contained in this application.			
First Name (*) First Name	M.I. MI	Last Name (*) Last Name	Signature Date (*)
Click to Save Values for Future Retrieval		Continue to Pre-Payment	

- Payment is processed using the online payment system TPE with processing fees. For payment by ACH (pay by check), \$0.35 is added at checkout. For Credit/Debit Cards, a 3% surcharge is added at checkout. Please note it can take up to 3 business days for domestic accounts to be debited/credited.
- The eForm submittal will not be complete and ready for agency review until payment has been completed.
- All payments occur individually. You cannot pay for multiple applications at once.

You may receive an error message. Error messages appear in red next to the deficient field. The error(s) will have to be corrected before submittal can occur and agency review can begin.

If the form does not appear as Submitted to EEC under the eForms Pending EEC Review section of your dashboard, it has not been successfully submitted.

Unread Messages 0 View Details	My incomplete eForms 2 View Details	eForms Pending EEC Review 1 View Details	Completed eForms 0 View Details
My incomplete eForms - Details			

If you are not ready to submit your form at this time you can “Click to Save Values for Future Retrieval” and submit at a later date. For more information on how to submit saved forms see **Section 3**.

SIGNATURE			
I hereby acknowledge that I have read and understand this application and hereby swear or affirm that the contents of this application are true and correct to the best of my belief and knowledge. I acknowledge that I will be subject to the penalties for perjury for false statements contained in this application.			
First Name (*) First Name	M.I. MI	Last Name (*) Last Name	Signature Date (*)
Click to Save Values for Future Retrieval		Continue to Pre-Payment	

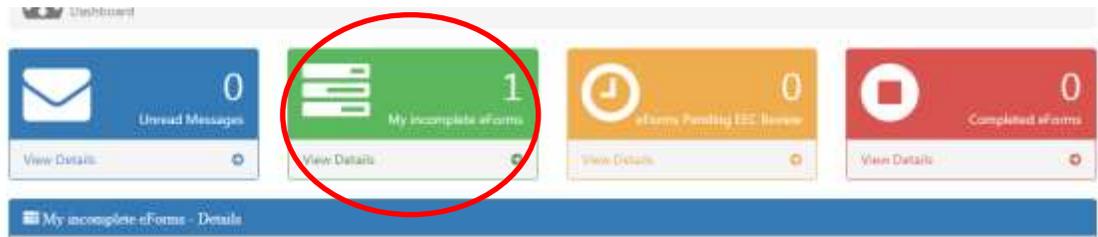
## Section 2: Checking on the Status of a Submitted Form

The status of your eForm can be found in your dashboard. Click on the Dashboard icon on the left hand side of the home page.



Under Incomplete eForms Section:

- Click View Details under My incomplete eForms section.



- Forms that have been saved but not submitted will have the status of User Saved. To submit these forms see **Section 3A**.

Submittal Id	Form Name	Date	Status
116154	DAQ Application for Asbestos Certification (Contractors or Facilities)	5-14-2019	User Saved

- Forms that have been submitted but payment has not been completed will have the status of Waiting on Payment. To submit these forms see **Section 3B**.

Submittal Id	Form Name	Date	Status
116153	DAQ Application For Asbestos Accreditation	5-14-2019	Waiting on Payment

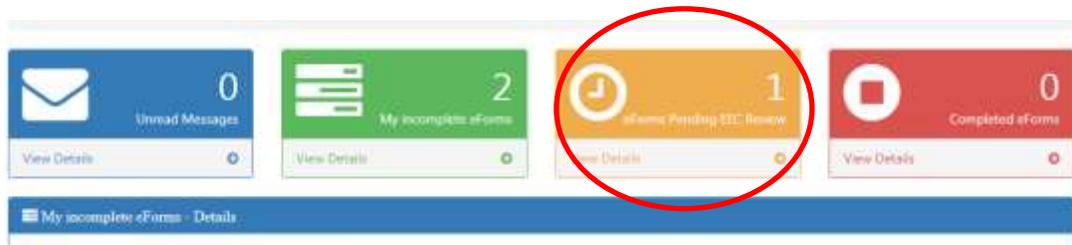
- Forms that have been returned because of a deficiency will have the status of Under Review by Submitter. To submit these forms see **Section 3C**.

Submittal Id	Form Name	Date	Status
116249	DAQ Application For Asbestos Accreditation	5-17-2019	Under Review by Submitter
116214	DAQ Application For Asbestos Accreditation	5-15-2019	Waiting on Payment

- **Please note that any form that appears in this section has not successfully been submitted for review to EEC and a license or certification will not be issued until that occurs.**

Under eForms Pending EEC Review:

- Click View Details under My incomplete eForms section.



- Forms that have been successfully submitted, but have not been approved by EEC review will appear in this section with the status of Submitted to EEC. The form will move to Completed eForms or back to My incomplete eForms after review. To submit a new form using the prepopulated information of this form see **Section 3D**.

Submittal Id	Form Name	Date	Status
116154	DAQ Application for Asbestos Certification (Contractors or Facilities)	5-14-2019	Submitted to EEC

Under Completed eForms:

- Forms that have been successfully submitted and approved by EEC review will appear in this section with the status of Status of Completed Migration to EEC Data Management System or Submitted and Received by EEC. If you applied for a license or certificate, it has now been processed and will be

mailed to the address provided in the eForm application. To submit a new form using the prepopulated information of this form see **Section 3D**.

Completed eForms - Details

Drag a column header and drop it here to group by that column

Submittal id	Form Name	Date	Status
116154	DAQ Application for Asbestos Certification (Contractors or Facilities)	5-14-2019	Form was Submitted and Received by EEC
116153	DAQ Application For Asbestos Accreditation	5-14-2019	Form was Submitted and Received by EEC

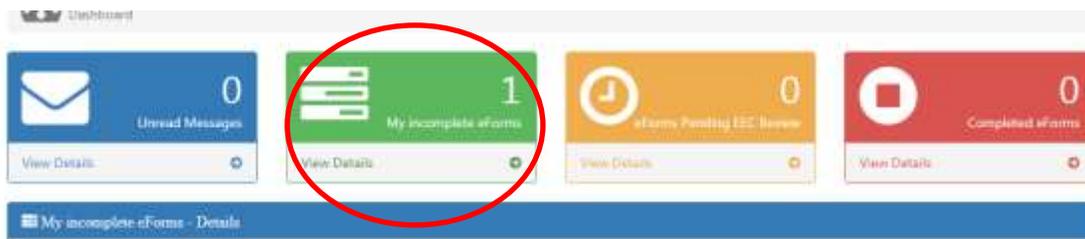
## Section 3: Submitting a Saved Form

### 3A: Submitting a Previously Saved Incomplete Form

Click on the Dashboard icon on the left hand side of the home page.



Click on View Details under My incomplete eForms Section.



Click on the Submittal ID next to the form you wish to open.

Submittal Id	Form Name	Date	Status
116152	DAQ ASBESTOS ABATEMENT Course Registration Form	5-14-2019	User Saved

The Form Details will appear. Click on Continue with this eForm to reopen the form.

The screenshot shows the 'Form Details' page with the following information:

- Form Name: DAQ ASBESTOS ABATEMENT Course Registration Form
- Form Id: 69
- eForm Submittal ID: 116152
- eForm Transaction ID: 3c59b17f-526a-4f51-9806-2e0a12800e2
- Status: User Saved @help
- Date: 05/24/2019
- Submitted to EEC?: No @help

At the bottom, there are two buttons: 'Continue with this eForm' (circled in red) and 'Create a new eForm with values from this previously saved/submitted eForm'.

Complete the required fields and Click to Submit to EEC.

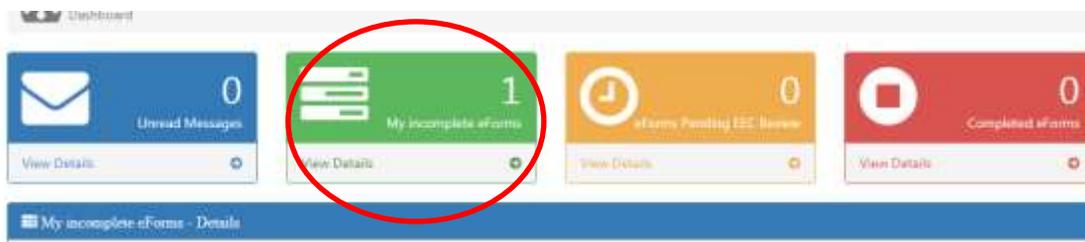
For details about how to complete the eForms by type see **Section 1**.

### **3B: Submitting a Completed Form that Needs Payment**

Click on the Dashboard icon on the left hand side of the home page.



Click on View Details under My incomplete eForms Section.



Click on the Submittal ID next to the form you wish to open.

The screenshot shows the 'My incomplete eForms - Details' page. It features a table with the following data:

Submittal Id	Form Name	Date	Status
115214	DAQ Application For Asbestos Accreditation	5-15-2019	Waiting on Payment
115152	DAQ ASBESTOS ABATEMENT Course Registration Form	5-14-2019	User Saved

The Form Details will appear. Click on Continue with this eForm to reopen the form and submit.

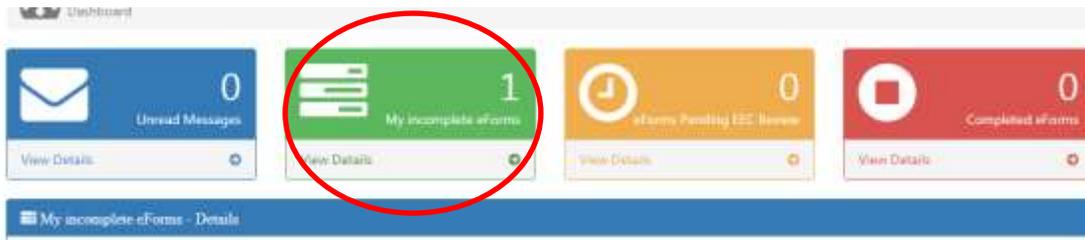
It will automatically take you to the payment processing site. Complete payment information and the form will be successfully submitted.

### **3C: Resubmitting a Returned Submittal**

Click on the Dashboard icon on the left hand side of the home page.



Click on View Details under My incomplete eForms Section.



Click on the Submittal ID next to the form you wish to correct and resubmit.

Submittal Id	Form Name	Date	Status
116249	DAQ Application For Asbestos Accreditation	5-17-2019	Under Review by Submitter
116214	DAQ Application For Asbestos Accreditation	5-15-2019	Waiting on Payment

The Form Details will appear. Click on Continue with this eForm to reopen the form.

Form Name: DAQ Application For Asbestos Accreditation  
Form Id: 67  
eForm Submittal ID: 116249  
eForm Transaction ID: zymo3xc-m15x-qkts-m0ue-031guypevu96  
Status: Under Review by Submitter  
Date: 05/17/2019  
Submitted to EEC?: No

[Continue with this eForm](#) [Create a new eForm with values from this previously submitted eForm.](#)

The reason the form was returned will be written under EEC Reviewer Comment and highlighted in blue. Make the required corrections and Click to Submit to EEC.

General Comments			
Applicant Comment			
EEC Reviewer Comment Proof of training does not match accreditation requested.			
Title(*)	First Name(*)	M.I. (✓)	Last Name(*)

If you are a company applying for individual licenses for your employees: **You cannot change the applicant to a different individual during this stage.** The payment and submittals records have already been assigned to a specific individual and cannot be transferred.

You will have five attempts to make the necessary corrections before you are required to begin a new form and submit payment again. After you have used all five attempts or no longer wish to pursue accreditation or certification, you can apply for a refund. For information regarding refunds, please see **Section 4**.

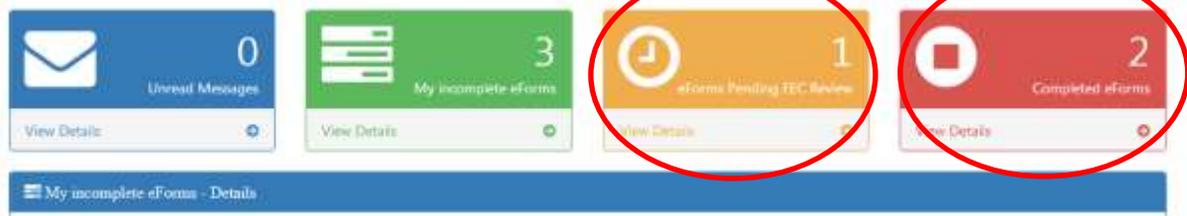
For tips to fill out the forms by type see **Section 1**.

### **3D: Creating a New Submittal from a Previously Saved Form**

Click on the Dashboard icon on the left hand side of the home page.



Click on View Details under eForms Pending EEC Review or Completed eForms Section, depending on the status of the form you wish to use the prepopulated fields from.



Click on the Submittal ID next to the form you wish to use the prepopulated fields from.

Completed eForms - Details

Drag a column header and drop it here to group by that column

Submittal Id	Form Name	Date	Status
116154	DAQ Application for Asbestos Certification (Contractors or Facilities)	5-14-2019	Form was Submitted and Received by EEC
116153	DAQ Application For Asbestos Accreditation	5-14-2019	Form was Submitted and Received by EEC

The Form Details page will appear.

To look at the eForm without opening a new eForm application, click on the Click Image to Download File icon on the eForm Submittal row. The form will reopen in a separate tab.

Form Details:

Form Name: DAQ Application for Asbestos Certification (Contractors or Facilities)

Form Id: 68

eForm Submittal ID: 116154

eForm Transaction ID: 493ea58b-865a-4b21-8226-8b8a83404767

Status: Form was Submitted and Received by EEC 

Date: 05/14/2019

Submitted to EEC?: Yes 

[Create a new eForm with values from this previously saved/submitted eForm.](#)

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Document(s):

Document Name	Description/Type	Click Image to Download File
DEP7034 Form.pdf	System Generated or Unknown	
116154.html	eForm Submittal	

To submit a new form will those fields click Create a new eForm with values from this previously saved/submitted eForm and a new eForm application will reopen with those fields.

Form Details:	
Form Name:	DAQ Application for Asbestos Certification (Contractors or Facilities)
Form Id:	68
eForm Submittal ID:	116154
eForm Transaction ID:	493ea58b-765a-4b21-8226-8b8a83404767
Status:	Form was Submitted and Received by EEC <a href="#">Help</a>
Date:	05/14/2019
Submitted to EEC:	Yes <input checked="" type="checkbox"/> <a href="#">Help</a>
<a href="#">Create a new eForm with values from this previously saved/submitted eForm.</a>	

Complete the required updates and Click to Submit to EEC. Note that the signature date will have to be updated before submittal can occur.

For details about how to complete the eForms by type see **Section 1**.

## Section 4: Refunds

Refunds will not be issued for online payments until requested or all five attempts have been used for an online form submittal.

After the last attempt has been used on an online application a refund will automatically be issued. The check will be made to the company or name of the applicant listed on the eForm and sent to the address listed in the application.

If you wish to receive a refund before you have used all five attempts, please email [emma.moreo@ky.gov](mailto:emma.moreo@ky.gov).

**Please note that you will be charged a check fee of \$0.35 or a 3% credit card fee during the completion of your online payments. That fee is kept by the payment processing site, not the Kentucky Division for Air Quality and cannot be refunded.**

For Individual Accreditation Applications: The full licensing fee of \$100.00, \$50.00, \$20.00, or \$10.00 will be refunded.

For Company Certification Applications: a filling fee is assessed. For initial applications, the filling fee is 100.00 dollars. For renewal applications, the filling fee is 50.00 dollars. A full refund amount will not be issued. A refund of \$400.00 or \$200.00 will be issued.